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MAINE COMMISSION FOR COMMUNITY SERVICE

MINUTES OF BUSINESS MEETING ON SUNDAY, OCTOBER 30, 1994

The Maine Commission for Community Service held its first business meeting on Sunday, October 30, 1994 at the Sugarloaf Inn. The meeting was opened at 8:06 AM by Chairperson pro tem, Dan Reardon.

Commission Members in attendance:

Margaret Bean
Paul Chretien
Norman Duzen
John Jenkins
Lawrence LaPierre
Greg Lavertu
Mary Pelkey
Daniel Reardon
Eunice Rescott
Jay Skriletz
Rosland Smith
Crystal Storer
Kathryn Tremper
Kaye Woolam

Absent Commission Members:

Bob Dickens
Heidi McGinley
Paul Nordstrom
Shirley Powell
Robert Rheault
Evelyn Trotzky

State Planning Office Staff:

Robert Blakesley
Craig Freshley
Brenda Hatch

Others:

Ken Spalding--Maine Conservation Corps
Lillian Haversat--Maine Volunteer Connection

I. Group Process Agreements

Caroline Estes, a consultant on Decision-making by Consensus, gave a presentation outlining the very basics of the consensus process. She suggested that each group needs a neutral process facilitator. In a group the Commission's size, four people should become skilled in facilitating. With that number of facilitators, anyone who has a passion about a particular issue need not facilitate that discussion. Caroline also recommended that the group do an evaluation at the end of each meeting, listing what the group did well and what the group needs to work on improving. A scribe should record the evaluation comments, and the lists should be posted at the next meeting.

Caroline suggested the following rules to be used by the Commission in its consensus process:

Decision-making process will be by consensus. Each decision will be made in unity.

If one cannot unite with a decision, one can stand aside and not be held to implement the decision. In this case, the name needs to be minuted after the decision.

If one feels that a decision will be a very serious mistake, then the person is required to stand in the way of the decision moving ahead. In this case, the decision cannot move forward.

If, under pressures of time, a decision must be made, then 80% of those present must approve a decision for it to move ahead.

Discussion by Commission members reflected apprehension but an excitement to try the process. Using consensus says something about the Commission--that it is committed to working as a unit and working in harmony. There was interest in seeing how consensus will work in decisions about competitive funding and the "trickle down" effect as we begin to work with groups in the state.

CONSENSUS: The Commission unanimously agreed to accept the rules of consensus and the fallback clause as presented by Caroline, with the caveat that we are trying the process and may amend it as necessary.

II. Commission Work Program Priorities and Assignments

Commission members agreed that the work priorities for the group are (not in order of priority):

- *Report to the Governor and Legislature due January 15
- *Development of a comprehensive plan for March Americorps funding application
- *Development of an application procedure and timeline for groups applying to the Commission
- *Comments to the Corporation on funding guidelines due by November 27
- *Development of a plan and application for PDAT** funds due on November 23
- *Learn about presently funded Americorps programs in Maine

****Program Development Assistance and Training**

Additional tasks were discussed, analyzed, and dealt with in the following manner:

Advise on staffing--need more information from staff
Conflict of Interest policy--get information from CNS*
Appeals procedure--get information from CNS*
Public outreach--we need time before we can be effective
Fundraising--we need to mature as a board first
Develop networking and collaboration--presently done by Maine Volunteer Connection; we need to look at that relationship and decide how to proceed
Recognition of volunteers--later!!

CONSENSUS: The Commission requests that staff provide a significant oral presentation at the December meeting which will provide orientation to ongoing agency and staff activities, to include the Maine Volunteer Connection.

Dan Reardon stated that he felt that the Commission needs to become more involved in making Maine programs eligible for competitive Americorps funding. If we do not act now, there will be no new money for state programs until 1996. We should also gear up and compete for PDAT funds, even though the timeframe is tight. As a Commission we need to hear why Maine's competitive grants were not funded, what has been done on the PDAT application, what the Corporation is looking for in grant proposals. The Commission could also take a proactive role in helping smaller agencies work together to create funding proposals for teams of at least 20 participants as required.

Ken Spalding commented that the grants which were not funded have comments from the Corporation on them; Bob will make that information available.

After much discussion, the Commission agreed to the following:

CONSENSUS: The Commission would like to provide technical assistance to programs applying for competitive funding so that the individual programs and the State of Maine are as competitive as possible.

CONSENSUS: As a Commission, we will approach the grants process aggressively to be as competitive as we can be.

CONSENSUS: The Commission will appoint a committee to assist staff in pursuing these competitive funding initiatives.

That committee includes: Paul Chretien, Eunice Rescott, and Margaret Bean, with Ken Spalding and Lillian Haversat serving as resources.

*Corporation for National Service (Nathalie and Myrta)

CONSENSUS: The Commission accepts the work priorities as listed above.

Greg Lavertu brought up the Learn and Serve grant applications which are due in January. The Commission will be responsible for Community-based Learn and Serve projects. Bob suggested that we talk with Evelyn Trotzky about service learning grants. He will get the information and report back in December.

CONSENSUS: Information about Learn and Serve grants will be included in the November notice to agencies about future competitive funding.

Bob stated that the administrative grant expires on October 31, 1994. A renewal grant must be submitted by November 15. Bob is working on this grant to ensure timely submission and welcomes Commission input and assistance.

CONSENSUS: Staff will write and submit administrative grant renewal.

III. Commission Organization

A. The Commission agreed on several procedures for future meetings:

- *For at least the first six months, we will schedule full-day meetings (9:30 -4:00). We will re-evaluate in June and work toward a goal of quarterly meetings.

- *Meetings will be held in Hallowell.

- *The next seven meetings are scheduled on the following dates:

- Friday, December 9 (Lunch arranged by staff)

- Thursday, January 19

- Wednesday, February 15

- Thursday, March 16

- Wednesday, April 19

- Thursday, May 18

- Wednesday, June 21

- *A representative from the Corporation should be invited to attend the January meeting.

- *Minutes of the previous meeting and an agenda for the upcoming meeting will be sent out one week before the meeting date. The minute-taker will complete the minutes of the meeting within ten (10) days of the meeting.

- *If a meeting is to be cancelled because of inclement weather, Commission members will be notified by the close of business (5:00) the day before.

- *The duties of chairperson and minute-taker will rotate for the next six months. The chair's responsibility ends once the meeting is over. (i.e. Dan's responsibilities end after this meeting. The new

chair's tenure starts today and extends until after the December meeting.) In the event of the need for a policy decision between meetings, staff will conduct a telephone poll of available Commission members. In December, Rosland Smith will serve as chairperson, and Mary Pelkey will be the minute-taker.

*Ros will attend the CNS conference in Washington with Bob on December 6-7.

CONSENSUS: Staff will call the five absent Commissioners to let them know about the change in date of the December meeting. Those members will be asked on which committees they would like to serve.

B. By-laws

The By-laws Committee will address the following issues and present a report at the December meeting:

- membership
- appointment process
- chair appointment and term
- rules of operation
- quorum
- conflict of interest
- appeals procedure
- legislator or legislative representative.

C. Personnel Matters

Craig will serve as the Acting Senior Planner for the Commission through March 31, 1995.

The Personnel Committee will research the following items and report back to the Commission at the February meeting:

- review Senior Planner job description, establish need, decide on necessity of re-advertising
- define roles and responsibilities of all staff, incorporating information collected from other state commissions.

D. Overview of Committees

The following interim committees were established. * denotes committee chairperson. # denotes non-Commission members serving as resources to the committee. It will be the responsibility of the chairperson to convene the committee, facilitate the consensus of the committee, and report back to the Commission.

By-Laws

Kathryn *
Larry
Mary
Bob #

Application Procedure

Dan *
Larry
Mary
Shirley
Bob #

Personnel

Larry *
 Norman
 Paul
 Shirley

Comments on Corporation

Guidelines due on 11-27-94

Norman *
 Kathryn
 Greg
 Craig #
 Ken #

Report to Gov. and Leg. due on 01-15-95

Margaret *
 Kaye
 Lillian #

PDAT Plan/Funding Application

John * due 11-23-94
 Greg
 Ros
 Lillian #
 Craig #
 Bob #

Comprehensive Plan

Crystal *
 Jay
 John
 Ros
 Craig #

Aggressive Grants

Eunice *
 Paul
 Margaret
 Lillian #
 Ken #

Legislation

Paul *
 Kathryn
 Eunice as resource
 Ken #
 Lillian #

CONSENSUS: The Commission accepts all committee and chair appointments.

Note: We need additional members on the Comprehensive Plan Committee, the Legislation Committee, and the Report to the Governor and Legislature Committee.

IV. Next Steps on Priority Issues**A. Vision Statement**

The Commission adopted the following Vision Statement:

Recognizing that the basic human spirit of cooperation and a strong individual commitment form the foundation of community, our vision for community service in Maine includes individuals and groups working together using their diversity to strengthen communities through meaningful service.

Promoting a revitalized service ethic and sense of personal responsibility, the Commission envisions citizens involved in their communities identifying critical needs and collaborating to find solutions.

We join with our fellow states to affirm our national identity as a diverse people committed to moving forward as a nation of neighbors.

Ros suggested developing a pin to identify Commission members. Dan offered to have his graphic arts division try to design a logo which could be used for pins, stationery, business cards, etc.

CONSENSUS: The Commission is interested in developing a logo for pins and promotional materials. Dan will present a sketch for our review at the next meeting.

B. Report to the Governor and Legislature

This committee plans to write a positive, upbeat report detailing the establishment of the Commission, listing members, highlighting the vision statement, including information regarding activities of the present Americorps project, and pledging to keep the Legislature informed about future activities. The committee is not planning to propose legislation at this time because the Commission is so new. The committee will present a draft report at the December meeting.

There was considerable discussion about the advisability of waiting to propose legislation because the Commission now exists only under Executive Order. Also, until we are established by law, we are not eligible for appropriations. A Legislation Committee was formed to look into this issue (see committee lists). The charge of this committee will be to research and prepare draft legislation and to be available to testify before legislative committees as necessary.

We will need to make sure that the report submitted to the Governor is distributed to the Legislature and becomes a matter of record.

C. Comprehensive Plan

The Commission approved the draft Comprehensive Plan with one change: the insertion of the new vision statement.

The committee will work on a Comprehensive Plan to be submitted on March 31, 1995. That plan will cover one (1) year and will be very similar to the newly adopted draft plan with the following changes:

- *National priorities will be identified as Maine's priorities for this plan, but the plan will include a prescription for how state priorities will be developed for the next plan.

- *The plan will call for the development of a longer range plan with full public input.

D. Application Timeline

Staff and the Application Procedure Committee will implement the following timetable:

Issue Notice (to include Learn and Serve)	11-15-94
Requests for Proposals	12-15-94
Send out application packages	as requested
Receive proposals	02-01-95
Choose proposals	03-15-95
Write application to CNS by	03-31-95

E. Comments on Corporation Guidelines

This committee will confer with other states and forward comments to the CNS as follows:

STRONG recommendations

- the 01-20-95 deadline for Learn and Serve applications should be extended
- the 03-31-95 deadline for Americorps applications should be extended
- if the Americorps deadline is not extended, we should not be required to submit a Comprehensive Plan at that time

Suggestions

- small states such as Maine should be given extra consideration for competitive funding
- groups should be eligible for multi-year funding
- poorer areas should not be held to the same match requirements as more affluent areas
- there should be more opportunities for participants to learn varying skills depending on their interests

CONSENSUS: The Commission empowered the Comments Committee to finalize and submit comments to the CNS on behalf of the Commission.

F. PDAT (Program Development Assistance and Training) Plan and Application

This committee will confer with staff in the near future to develop the plan and application.

CONSENSUS: The Commission empowered the PDAT Committee to finalize and submit the plan/application on behalf of the Commission.

G. Learn about Existing Americorps Programs

Several strategies for making ourselves aware of existing programs were suggested. They included inviting commissioners from other states to speak to our group, having programs visit our meetings, having Commission members visit programs in their areas and report back to the group.

CONSENSUS: At a minimum, the Commission will invite a presentation from one Americorps-funded program at each meeting.

V. Agenda for December Meeting

The following items were identified (listed in order of priority):

1. Review and adoption of agenda (reference handouts)
2. Introduction of new members, guests
3. Review of minutes
4. Review of information packet
5. Director's Report including ongoing staff activities and relationship with Maine Volunteer Connection
6. Report on CNS meeting in Washington
7. Committee Reports-Report to Governor and Legislature
 - Legislation
 - By-laws
 - Aggressive Grants
8. Presentation by an Americorps program
9. Evaluation

VI. Evaluation

Things Done Well

Chairing
Worked together well
Information providing
Trust
Consensus
Concerns addressed
Lots of work accomplished
Input good
Respect
Commission took responsibility seriously
Ice breaker good
All treated equally
Kept sense of humor
Good staff work
Task-oriented
Good resource people

Things That Need Improvement

Information flow
Better planning
Orientation
Recognize group learning styles
More preparation to increase understanding of issues
Binders and 3-hole punch
Better outreach
Inform the public about our accomplishments and direction

The meeting was adjourned at 11:46 AM.

Recorded by Margaret M. Bean

MAINE COMMISSION FOR COMMUNITY SERVICE

Meeting of December 9, 1994
State Planning Office Hallowell Annex

Agenda

* = possible decision item

9:30 a.m.

- 1.0 Introduction of Guests
- 2.0 Review Agenda - revise as necessary
- 3.0 Presentations
 - 3.1 AmeriCorps*VISTA - Mary Pelkey, State Director,
Corporation for National Service (CNS)
 - 3.2 CNS / State relationship - Mary Pelkey

10:45 a.m. -- Break

- 3.3 State role / activities to date - Bob Blakesley
- 3.4 Maine Volunteer Connection - Lillian Haversat
- 3.5 CNS Meeting in Washington - Roz Smith, Bob Blakesley

12:00 noon -- Lunch (to be provided)

1:00 p.m.

- 4.0 Review of Minutes of Meeting of October 30 for errors or omissions
- 5.0 Director's Report - Bob Blakesley
 - 5.1 * Community-Based K-12 Learn and Serve Funding Application
 - 5.2 * Senior Planner position
 - 5.3 Finance Report and Administrative Grant Renewal Application
 - 5.4 Calendar of Dates and Deadlines
 - 5.5 * Expectations about roles and responsibilities of staff, Commission members
and Commission chair

6.0 Committee Reports and Discussion

6.1 * Personnel - Larry LaPierre

6.2 By-laws - Kathryn Tremper

2:30 p.m. – Break

6.3 Corporation Guidelines - Norman Duzen

6.4 Application Procedure - Dan Reardon

6.5 Aggressive Grants - Eunice Rescott

6.6 PDAT Plan / Funding Application - Roz Smith

6.7 Report to Gov. & Legis. - Margaret Bean

6.8 Legislation - Paul Chretien

6.9 Comprehensive Plan - Crystal Storer

7.0 Review commitments of Commission members and staff

8.0 Agenda, Chairperson and Minute-taker for next meeting (Thursday, January 19, 1995)

9.0 Chair's Comments

10.0 Evaluation of the meeting

10.1 Things we did well

10.2 Things we want to improve

4:00 p.m. – Closing

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MAINE COMMISSION FOR COMMUNITY SERVICE
Friday, December 9, 1994
Hallowell, Maine

Commission Members Attending:

Margaret Bean
Paul Chretien
Norman Duzen
Lawrence LaPierre
Greg Lavertu
Caroline Allum (for Heidi McGinley)
Paul Nordstrom
Mary Pelkey
Daniel Reardon
Eunice Rescott
Robert Rheault
Rosland Smith
Kathryn Tremper
Kaye Woolam

Members Absent:

Bob Dickens
John Jenkins
Shirley Powell
Jay Skriletz
Crystal Storer
Evelyn Trotsky

Staff Present:

Steve Adams
Robert Blakesley
Craig Freshley
Brenda Hatch

Others:

Lillian Haverstat, MVC
Ken Spalding, MCCC

The meeting was opened by Rosland Smith, Chairperson Pro Tem. A review of the agenda included adding Kathryn Tremper to report on Learn & Serve.

3. Presentations

Mary Pelkey distributed packets containing information on the programs operated out of the Corporation for National Service's Maine State Office. Mary provided an overview of Americorps*VISTA programs operating in Maine and explained the major differences between Americorps*VISTA assignments and Americorps*USA assignments. She also reviewed the Corporation for National Service organizational chart and the offices responsible for each of the programs.

Eunice Rescott provided an overview of the Senior Corps programs within Maine: 5 Retired & Senior Volunteer Programs; 2 Foster Grandparent Programs; and 1 Senior Companion Program. There are currently over 3000 Senior Volunteers providing services in Maine.

Mary Pelkey reviewed roles/responsibilities of State Commissions as presented during the Washington DC conference. Draft copies will be coming out in January for review. State Commissions are to decide which duties will be performed by staff and which will be done by commissioners. Mary reviewed the priorities that are to be considered for new Americorps*USA projects: Early childhood; Community policing; Victim assistance; Neighborhood environment; and Comprehensive school efforts.

Mary reviewed various means of support that commissions can provide to National Direct Programs. Mary also suggested ways in which the Corporation State Office could work in conjunction with the State Commission and the Staff.

Steve Adams, Director of the Maine State Planning Office, provided an overview of how the commission came to be placed within the State Planning Office (SPO). Placement within the SPO provides direct access to the Governor; two staff positions (Senior Planner & Policy Development Specialist); financial support; required match for the Federal grant; and has the role of an "honest broker" among state agencies.

Steve suggested that the commission take a pro-active role with the State Legislature and make recommendations on how we want to be structured and where we want to be housed. Before we do that we need to look at other states' structures. Steve has not talked with the new Governor-elect regarding the commission and doesn't know who the new SPO Director will be. He is looking to us to give him our thoughts. To stand alone or be placed within another state agency, we will need legislation; If we remain under SPO no legislation is necessary. Steve committed to help us do whatever we need and to look at all the issues involved. The group agreed that we should request a meeting with Governor-elect Angus King.

Roz mentioned that legal issues were raised at the DC conference. Steve said SPO provides legal coverage to the commission - we are covered by the State of Maine because the contract is signed by the SPO.

Paul C. requested guidance on the legislative process. Steve said closure is December 16th but Governor McKernan could submit it with his budget. Steve recommended a meeting with Governor-elect King because everything submitted by McKernan is being reviewed by King's team. Paul raised the question of applying for legislative funds. Steve said the SPO will provide the level of match as submitted last year but the new budget includes increased match. Craig suggested that if we wanted a meeting with King, commission members should call the Governor's office to set up a meeting. Roz mentioned that she had instructed Mary to draft letters for her signature to Governor-elect King congratulating him on his election and to Governor McKernan thanking him for his support in establishing the commission. A question was raised as to what has been Steve's relationship with Mary's office. Steve replied "none at this time with the exception of her role within the commission".

She stands as an advisor of our adv. group

Bob stated that the state commission is responsible for the Americorps program and Learn & Serve Community-based. The Corporation is pushing for integration of the programs. Bob reviewed the activities of his office from last February to the present. Maine submitted competitive applications and a community-based Learn & Serve application but none were funded. 540 competitive grants were funded nationwide. Margaret asked if Bob would please provide the historical information so it could be included in the Governor's report. Roz prepared an application for the PDAT training grant which was submitted on November 22nd.

Lillian Haverstat provided an historical overview of the Maine Volunteer Connection's involvement with getting the state commission up and running. She reported on the fact-finding forums that were held throughout the state and the legislative committee testimony that led to the commission being placed within the SPO. She reported that MVC has connected with the Points of Light Foundation and have been accepted in the National Volunteer Center. In the next few months MVC will be organizing a National Executive Volunteer Corps (creating volunteer programs within major corporations) in cooperation with the Portland Volunteer Center. MVC has also been working with the Corporation for financial and in-kind resources and are planning to set up a state-wide voluntary action center. This voluntary Action Center will be responsible for resources, program development, program design, training programs, and will refer volunteers to other volunteer centers. Lillian also worked with Roz and Craig in developing research information for the PDAT grant. Lillian passed out handouts on organizational support that MVC can provide to the state commission. Lillian said that the Corporation is asking us to work closely with the State Legislature and our Congressional representatives.

3.5 Corporation Meeting - Wash DC

Bob reported on the Washington DC conference. The strategy to ensure the success of national service is quality service and visibility of the work members are performing.

The requests received for PDAT proposals did not exceed the money available, therefore, we stand a good chance of receiving a grant. The decision will be coming within a couple of weeks and funds will be available in January.

The FY'95 state application filing date has been moved to ~~February 23rd~~ ^{MAY 1}. Bob passed out copies of the draft application form. The final application will be available within 2-3 weeks. We will not need to include the State Plan Narrative with the application, however, it will need to include a State Commission Narrative for year-two plans. The new application focuses on plans for existing programs and allows for an opportunity to revise the plan. The Corporation is committed to renewing existing grantees but we must still maintain a competitive process. Existing programs are Portland Youth, YCAP, and Community Economic Development. We can submit up to 5 competitive projects this year as funding is up 50%. Tentative formula allotment is \$376,100 with final figures out by January. Child care allowances are over and above that amount. The total number of new programs funded nationwide will be 15. *which will be required to go thru the State Commission*

Ken Spalding stated that he will be going to Washington for a meeting and that YCAP is a Defense Conversion Program. We should be looking @ role with the State Commission. New programs will have to be competitive with other programs and will have to meet the new priorities.

Bob stated that the Community-Based Learn & Serve deadline has been moved from January 20th to February 23rd with notification by late April. There is \$5.6 million available nationally (\$4 million will be available to existing projects and \$1.6 million is available to fund 10-12 new programs). Guidelines will be sent within 1-2 weeks.

Paul N. asked if the Corporation provided evaluations on non-funded grants. and Roz said we would have to request it. Bob said the SPO applied for and received comments on all applications submitted. Paul stated that the contact we have with staff providing the grants is critical. Eunice felt that if we don't submit something, Washington may think we don't have a need.

Bob passed out a tabulation of the projects in the New England States and smaller states. The numbers of ~~competitive~~ ^{State} and national direct grants are ~~similar to our programs within Maine.~~ ^{comparable to other small states}

Craig told the group this is his last day in State Government. He has found a job in Portland working with the private sector. Roz said that Craig provided a lot of support for the PDAT grant and he was the major reason the grant got in on time.

4. Review of October Minutes

The minutes of the October meeting, which were mailed out, were accepted.

5. Director's Report

The Community-Based Learn & Serve application requires developing a state-level vision and plan. Since the application is a planning document, we do not have to go out and get proposals. Once we've been approved and know the money is available, we can then go public. The application would have to reflect coordination with School-Based Learn & Serve programs as well as Americorps. Application guidelines will be out this month. Evelyn Trotsky prepared the application last year and has reviewed the evaluation comments from

Washington. She is interested in becoming involved in writing the application this year. Caroline said she has met with Evelyn to talk about what could be included. Paul N. agreed to assist Evelyn with the grant. A majority of the Commissioners agreed to pursue submitting an application for a Community-Based Learn & Serve program. They encouraged Evelyn to bring in others from the outside to serve on the committee. Ken asked if this would be a statewide program and if a competitive process is involved and Bob said Evelyn's proposal would address this. Questions were raised as to whether it would be a conflict of interest for Evelyn to prepare the grant. Because this is only a plan document and she is writing it for the Commissioners, it probably is not a conflict of interest.

Discussion arose as to whether the Commissioners deal should be writing grants. Eunice said it was her understanding that the Commissioners act as consultants for any grants to be submitted and not actually write them. It was decided that we open grants to competition but inform agencies that there are limited \$ available.

Bob said that he needs to have the staff position filled since Craig is leaving. The salary range is \$28,000 - \$39,000. He recommended the Personnel Committee review the 50+ applications and choose 5 to be interviewed by Steve and Bob. Questions were raised regarding the availability of funds to pay for that position. Bob said it is included in the administrative budget as a ~~non-competitive position~~ and ~~covered through February 23rd~~. Larry called for a meeting of the Personnel Committee on Monday and will ask the committee to accept Bob's proposal. Dan asked if somebody in the SPO could be moved into that position temporarily and Bob said no. Eunice asked if the job description had to be a senior planner if the funding is not competitive. Roz stated that even though the person is hired by the SPO, they will work for the Commission. The final hiring decision is Steve's but Commission members could sit in on the interviews.

Larry said if we had been notified sooner of Craig's resignation, they could have acted sooner. Mary raised concern over the position of State planner and how it fits within the state commission and the work that needs to be done. She felt a candidate should have strengths in volunteerism, non-profit agencies, training skills, outreach, and grant writing. Larry read the job description. Dan suggested we let the Personnel Committee fill this job for 6 months (1/1 - 6/30) and let them decide what roles/responsibilities should be. This will give us time to research staffing structures in other states. Mary will get copies of job descriptions from other states to Larry before the meeting.

Bob passed out copies of the FY'95 administrative application and Bob pointed out that Lillian's concern over the MVC contract not included in the budget was incorrect because it is included under contracts. He said the commissioners need to make a decision regarding the MVC contract. We have to provide 20% match this year which is \$39,000. Bob also reviewed FY'94 expenditures and balances. Discussions ensued on how the budget will be reviewed; what type of report is needed; whether a finance committee should be formed to develop a budget earlier next year. Eunice suggested we have a financial report at each meeting. Bob mentioned that he will have ongoing opportunity to revise the budget.

Much discussion ensued regarding the role of commissioners and committees vs staff tasks. Comments were made as to our role vs non-profit boards which never undertake research and review of policies - They only make decisions. Robert stated that boards are oversight and strategic planning. Where do we want the work to be done? Staff should be gathering information for commissioners. Paul N. felt it was the staff's responsibility to present the information in condensed form and not overwhelm us with a ton of handouts.

Questions were raised as to standing committees or one-time issue committees and roles of staff and commissioners. Concerns were expressed that if we took on community outreach and fundraising, this would create a tremendous burden on commissioners who have other full-time jobs and commitments. It was decided to have Bob work on roles/responsibilities for staff and commissioners and give us a report.

6. Committee Reports

Governor's Report - Margaret Bean

Because of the timing of the report, the committee did not have a lot to put into the report. Some of the information provided today can be used to prepare the report. Will send out to members before submitting on 2/15.

Legislative Committee - Paul Chretien

Paul asked what is driving the 2/15 date and Bob responded that it is in the Executive Order. Last year LD 1899 was submitted and the SPO and Lillian testified against it. Because of the deadlines, the Governor executed an Executive Order. The committee is suggesting that legislation be put in to make this commission official. Paul will be meeting Tuesday with Mike Brennan of Portland who is willing to submit the bill which is due 12/16 but we would have to do the work on it. Paul will work with Lillian, Eunice and Kathryn and other sponsors will come on later. Paul N. recommended we have co-sponsors from both parties. This committee will meet right after today's meeting.

Bylaws Committee - Kathryn Tremper

Information has been requested by Mary from other state commissions. We should have more concrete information by next week.

Federal register Comments - Norm Duzen

Met with Kathryn and Greg and drafted comments to the Federal Register re application guidelines. As a result deadlines for filing were extended. Comments included: 1&2) Extension of filing deadlines; 3) Some groups should be eligible for multi-year funding; 4) Poorer areas of states should not have the same match requirement as wealthier areas; 5) smaller states should have greater priority for funds; 6) Expansion should not be treated as new programs and may surpass the 25% limit.

Grants Committee - Roz Smith

Roz prepared and submitted a PDAT grant proposal which is awaiting approval. Craig passed out a revised page of the PDAT application.

Dan passed out samples of drawings generated for the commission logo and letterhead. He recommends that marketing will be a critical piece of this commission and asked if there is money in the budget to hire a contractor. Dan offered to solicit proposals from companies for marketing plans. Bob will provide us with information re budget \$ available.

8. Officers Pro tem for next meeting

Roz stated that the person chosen as chairman should be somebody who can access fundraising, public outreach, and open doors for us. Dan agreed to chair the commission for the next three months. Greg volunteered to serve as secretary for January's meeting.

Bob read Robert Dickens' letter of resignation. Lillian mentioned that the Governor has a list of people who applied for this commission. Robert recommended that we look at all requirements re distribution. Bob said we have had recommendations that Aroostook County and Portland be represented. Kathryn mentioned that the Bylaws Committee needs to look at the makeup of

the commission. Roz stated that the Corporation guidelines mention 15-25 members but the Executive Order limits us to 19 members. The Legislative and Governor's Report Committees can make recommendations to increase the number of commissioners.

Norm said even though there are limited \$ we need to let people know and provide them with assistance in writing their grants and encourage them to apply.

Bob received Nathalie Augustin's evaluation letter which thanked him for organizing the site visit and highlighted the strengths and issues of concern of MCCC. Strengths were: 1) Program is accomplishing worthwhile environmental and conservation projects; 2) the education & skills development component of the program will yield desired outcomes; 3) esprit de corps is evident and attributed to the 3 day orientation @ start of program; 4) Gender diversity is evident in both Corpsmembers and staff. Concerns are: 1) Ethic of service is not articulated by Corpsmembers and service-learning methods are unevenly applied; 2) Corpsmembers have almost no sense of an Americorps identity. PDAT funds could be used to address these areas of concern. Greg commented that part of the problem was that members were CCC members first and then were brought into Americorps.

Bob read the Corporation's memo re Martin Luther King celebrations which suggested we get a group together to coordinate an activity. Roz suggested piggybacking onto something already planned. Mary will get information to Lillian re activities planned and Lillian will spearhead it. Maybe Governor-Elect King would be willing to do something at the State house with Americorps*USA members and State Commissioners which can be used to build ID for Americorps.

10. Meeting Evaluation

The group reviewed the agenda as to areas needing improvement (information flow; decisions to be made; consensus process; attendance) and what we did well (concerns were aired; good input; good chair; presentations from DC trip; and presentations of staff needs).

Lillian asked commissioners to hold open the afternoon of January's meeting for a Martin Luther King event in Augusta.

Eunice thanked Roz for going to DC.

Each person shared something good that has happened to them recently.

Meeting adjourned @ 3:05pm.